

Fireball Run Vendor Application

September 28, 2013



City of Arts & Innovation

INSTRUCTIONS

Please read the following instructions prior to completing the attached application.

The City of Riverside is proud to host the 2013 *Fireball Run Finish Line Extravaganza* to be held Saturday, September 28, 2012. A completed 2013 *Fireball Run Vendor Application* must be submitted by any company/vendor that would like to be considered for this City-sponsored event. The primary function of this Application is for City staff to understand and incorporate vendors based on the specified requirements and appropriateness as it relates to the 2013 *Fireball Run Finish Line Extravaganza*.

Prior to completing the Application please review the attached sample 2013 *Fireball Run Vendor Agreement* for a full understanding of what is to be expected of our vendors. Each vendor will be required to sign a Vendor Agreement.

Terms and Payment Information

Application Review Process

The Application Review Process begins when you submit your completed Application with ALL required attachments. Upon receipt of your Application, a City staff member will perform an initial screening of the submitted information. Documentation you provide will be forwarded to the appropriate staff member for review and approval. A completed Application with ALL required attachments must be received for your Application to be processed; not providing these requested items could result in immediate denial of your Application. Upon completion of the Review Process, a letter will be mailed to you indicating whether your Application has been approved or denied.

Fees

There are no fees directly associated with submitting an Application for participation in the 2013 *Fireball Run Finish Line Extravaganza*. However, upon approval, Vendor must agree to submit a refundable one-hundred dollar (\$100.00) Cleaning & Damage Deposit.

Other Terms and Conditions

Upon application approval, Vendor is required to sign and submit a *Fireball Run Vendor Agreement* (sample attached) no later than 5 p.m. on Wednesday, September 11, 2013.

Should you require assistance or have any questions, please contact Kaitlin Bilhartz, Office of Economic Development, (951) 826-5608, kbilhartz@riversideca.gov.

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Submission

DEADLINE – 5 p.m. on Friday, August 30, 2013

Electronic Submission

Vendors may complete the Application electronically and submit their completed Application and all attachments via email. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to kbilhartz@riversideca.gov.

Walk-In/US Mail Submission

Vendors may print out and complete the Application by hand. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to:

Kaitlin Bilhartz
City of Riverside
Marketing Department, 5th Floor
3900 Main Street
Riverside, CA 92522

Checklist: Required Attachments

The items listed below must be submitted with your complete Application. If all items below are not present, your application will not be processed.

- Sample menu(s) or item listings and photo of truck display; and
- If applicant is a corporation, the City of Riverside will require a Letter of Authorization from said corporation; please attach.

* Required attachments may be e-mailed to kbilhartz@riversideca.gov.

Checklist: Additional Required Documentation

Once notified that you have been accepted as a vendor for the *Fireball Run*, a copy of the following items must be received in our office no later than **4 p.m. on Friday, August 30, 2013**.

- Insurance Certificate showing General Liability, Auto and Workers' Compensation* Insurance in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate**;
- Insurance Certificate Additional Endorsement Attachment (CG20) with proper wording as stated on Page 7 of this Application; and
- A COPY of valid Seller's Permit and Business Tax License ***

* Vendors with no employees must submit a letter stating they have no employees or Vendor will be expected to provide Workers' Compensation Insurance.

** Subject to review/approval by the City's Risk Manager.

***Vendors without a valid City of Riverside Business Tax License will be provided a 1-day license by the City of Riverside, Office of Economic Development.

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Vendor Booth Cleaning and Set-Up Information

In order to participate, Vendor will be required to commit to participating in the *Fireball Run* on Saturday, September 28, 2013 unless otherwise agreed to in writing by City staff. Vendor location will be along 9th Street (between Market and Orange Streets) in Downtown Riverside, CA.

Cleaning & Damage Deposit and Requirements

Upon approval, Vendor agrees to submit a refundable one-hundred dollar (\$100.00) Cleaning & Damage Deposit. Cleaning & Damage Deposit payments must be in the form of a check or money order made payable to the City of Riverside. Cleaning & Damage Deposit payments must be received by the Office of Economic Development located at 3900 Main Street, Floor 5, Riverside, CA 92522 no later than Wednesday, September 11, 2013.

Vendors will be required to remove their own trash from the space and dispose of trash in containers provided by the City of Riverside. Vendors must leave the space trash-free and in the same condition as when provided. This includes but is not limited to sweeping food and debris in designated vendor space, if needed.

Riverside County Health Inspection

Vendors must be set up and ready for inspection no later than 10:30 a.m. on Saturday, September 28, 2013. Upon Application approval, a completed Temporary Event Operators Agreement must be returned no later than 5 p.m. on Wednesday, September 11, 2013.

Set-Up

Vendors must be open to customers no later than 12 p.m., closing no earlier than 6 p.m. on Saturday, September 28, 2013. Vendors must vacate the space no later than 7 p.m.

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CONTACT INFORMATION

I am interested in participating in the *Fireball Run* on Saturday, September 28, 2013 from 12 – 6 p.m.

Business Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address (if different from above): _____

Primary Contact Name & Title: _____

Phone: (____) _____ **Cell:** (____) _____ **Fax:** (____) _____

E-Mail Address: _____

Secondary Contact Name & Title: _____

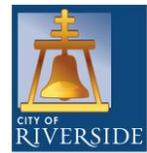
Phone: (____) _____ **Cell:** (____) _____ **Fax:** (____) _____

E-Mail Address: _____

Business Website (if applicable): _____

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BUSINESS INFORMATION

This section is intended to provide City Staff with basic information regarding your booth/trailer and products. The size of your booth/trailer may identify the best location for your set-up. Information you provide in this section might be used for promotional purposes including but not limited to print, electronic and Internet formats.

Is your business a sole proprietorship? Yes No

Is your business a corporation? Yes No

If applicable, do you have a valid Temporary Food Facility Permit from the Riverside County Department of Environmental Health? ** Yes No

Do you have a valid Seller's Permit* issued by the State of California? Yes No

Do you have a Business Tax License* issued by the City of Riverside? Yes No

Food Truck Dimensions: _____

Please list items for sale with corresponding prices (if applicable, attach menu or catalog):

Note: Please be sure to provide photos of products for sale along with a photo of your entire food truck set-up.

* If accepted as a vendor, the City will require copies of both your Seller's Permit and Business Tax License. Copies must be received in our office no later than 5 p.m. on Wednesday, September 11, 2013. In the event Vendor does not have a City of Riverside Business Tax License, the City of Riverside will provide Vendor with a one-day license for the day of the Event.

** If accepted as a vendor, the City will require a copy of your Environmental Health Permit from the RivCo Department of Environmental Health. The City of Riverside will cover the permit fee for all vendors. Inspections will take place at or around 11 a.m., September 28, 2013. Permits must be valid for September 28, 2013.

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UTILITY REQUIREMENTS

This section is used to determine if the City of Riverside can accommodate your utility requirements and, if so, where you will be set up during the event. Please fill out the following section as accurately as possible; inaccuracies may cause set-up delays on the day of the event and may cause your food truck to be shut down. If needed, Vendors are responsible for bringing their own heavy-duty extension cords (UL-approved for outdoor use) and must bring any necessary materials to tape down all exposed cords (i.e. duck tape, gaffers tape, etc.).

- I will bring my own silent generator and will not require the use of the City's power.
- I will require the use of City's power/water and understand that there may be an additional cost.

Please fill out the following section:

Utilities Needed:

- Electricity
- Water

Please list your **EXACT** electrical requirements. This is written in either watts or amps on each appliance. It is your responsibility to BE ACCURATE. Inaccuracies may cause set-up delays and may cause your food truck to be shut down.

_____Watts _____Amps _____Volts

Please describe what equipment will be powered:

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REFERENCES

Please list other vendors/organizations or people who are knowledgeable about your selling and/or other vendor activities:

<u>Contact Name</u>	<u>Phone Number</u>	<u>E-Mail Address</u>	<u>Relationship</u>
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INSURANCE AND INDEMNIFICATION REQUIREMENTS

VENDOR AGREES, IN CONSIDERATION OF THE GRANTING OF THIS APPLICATION FOR VENDOR PRIVILEGES AT ANY CITY OF RIVERSIDE SPECIAL EVENT, TO THE FOLLOWING:

Insurance Requirements

Vendor shall provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's Risk Manager or City Attorney, or their designee. All vendors are required to have General Liability, Auto and Worker's Compensation Insurance in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate. All insurance documents must have an additional endorsement attachment (CG20) stating: **"The City of Riverside, their officers, employees and agents are named as additional insured with respect to liability arising out of the 2013 Fireball Run Finish Line Extravaganza on Saturday, September 28, 2013."**

If accepted as a vendor, Insurance Certificates must be received in our office no later than 5 p.m. on Friday, August 30, 2013. Insurance Certificates submitted without an additional endorsement attachment (CG20) will not be accepted. Please ensure the use of the proper wording shown above.

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Indemnification

Vendor agrees that except as to sole negligence or willful misconduct of the City of Riverside, Vendor shall defend, indemnify, and hold the City, and their officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees which arise out of or is in any way connected with the Vendor's temporary Food Truck during the specified special event, notwithstanding that the City may have benefited from Vendor's temporary Food Truck. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent misconduct, whether active or passive, on the part of Vendor, Vendor's employees, subcontractors or agents.

Applicant's Name (Please Print)

Applicant's Signature

Date

Additional information:

Kaitlin Bilhartz
Office of Economic Development
(951) 826-5608
kbilhartz@riversideca.gov

FOR INTERNAL USE ONLY

Date/Time Application Received: _____

Approved _____ (Date & Initial)

Denied _____ (Date & Initial)

Reason: _____
